



JOB DESCRIPTION

Position Title: **Lead Technician**

Working Area: **Signs/Markings**

Class Code: 4306

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical and supervisory work involving the production, installation, and repair of roadway signs, pavement markings, and maintenance of traffic control equipment.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepares daily work assignments and supervises and assists work crews in the production, installation, and maintenance of traffic control signs and roadway markings. Prepares weekly report summarizing work activities and production rate for the preceding week.

Inspects completed work to ensure compliance with all applicable standards. Assists in establishing work priorities and ensures adherence with the established work priorities and schedules. Conducts quality assurance checks on production activities.

Reviews maintenance of traffic plans and inspects work sites to ensure compliance with all applicable standards and conditions of the permit. Prepares reports documenting the engineering drawings, and maintenance of traffic plans. Conducts warrant analysis, capacity analysis, pavement marking layout, and analyzes traffic flow data.

Maintains effective records of roadway signs and pavement markings and ensures that all field and warehouse inventories are up-to-date.

Operates computerized sign fabrication system and trains others in the use of system.

Trains and instructs others in the fabrication and maintenance operation of roadway signs and markings.

Establishes after hour on-call duty roster for the Sign Operations Section.

Performs after hour on-call duties as required.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Lead Technician**

Page 2

Working Area: **Signs/Markings**

Minimum Qualifications

Through knowledge of materials such as adhesives and reflective sheeting materials, aluminum sign blanks, sign supports, and related special tools. Extensive knowledge of proper procedures in the production and maintenance of traffic signs. Extensive knowledge of the basic functions of computer operations to assist in the maintenance of the sign/markings related database. Extensive knowledge of the Manual of Uniform Traffic Control Devices and FDOT Signs and Marking and Traffic Control Standards.

Ability to proficiently operate a microcomputer in the production and database application as related to signs and markings operations. Ability to follow oral and written instructions. Ability to accurately compile field data and/or work reports. Ability to communicate effectively both orally and in writing.

High School diploma or GED and five (5) years' experience in the production and maintenance operation of traffic signs and pavement markings with one (1) year supervisory experience.

Must possess and maintain a valid Florida Driver's License.

Must possess and IMSA Work Zone Safety Certification.

Must possess an IMSA Level I & II Signs & Markings Certification.

Must possess an IMSA Signs/Markings Level III Certificate, or have the ability to obtain same within twelve (12) months of employment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The normal work environment for this position includes technical work performed in the field and in a shop area. Incumbents perform duties that include lifting, standing, stooping, sitting, walking over construction areas, and working in adverse weather conditions.

